



**U.S. ATTORNEY'S OFFICE**  
**Middle District of Alabama**  
**LECC**  
**Law Enforcement Coordinating Committee**

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**To:** Law Enforcement Coordinating Committee (LECC)  
Members and Invited Guests

**From:** Leura G. Canary, United States Attorney  
Middle District of Alabama

**Subject:** **20<sup>th</sup> Annual Alabama Statewide LECC Conference**  
Perdido Beach Resort, Orange Beach, Alabama  
Wednesday, August 29, 2007- Friday, August 31, 2007

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**Hotel Reservation Information**

We are in the planning stages for the **20<sup>th</sup> Annual Alabama Statewide Law Enforcement Coordinating Committee (LECC) Conference**, scheduled for **August 29 - 31, 2007**, at the beautiful Perdido Beach Resort in Orange Beach, Alabama. The Perdido Beach Resort is a full-service resort, located directly on the sugar-white beaches of Alabama's Gulf Coast, where you can enjoy spacious rooms with private balconies and stunning gulf views, gourmet cuisine, and live entertainment. Our agenda will focus on current trends and issues facing our law enforcement community. Additionally, there will be plenty of liaison activities. The conference will begin on **Wednesday, August 29, 2007 at 2:00 p.m.** and adjourn on **Friday, August 31, 2007 at 12:00 p.m.**

The demand for rooms at Perdido Beach Resort during this time frame is extremely high. Therefore, please read the following information regarding making your hotel reservation(s) and follow the instructions provided (*Group Reservation Request Form is attached*).

Due to the growing popularity of the Gulf Coast, the Resort is forced to continue the policy regarding non-registered guests. Please note that all resort facilities, including on site parking, and its many amenities, are designed to accommodate a limited number of in-house guests. **Therefore, to use the facilities you must be a registered guest.**

**Note:** Complete conference registration information and agenda packets will be published and distributed soon. The conference registration fee is **\$130.00**.

**RESERVATIONS**

To make hotel reservations please contact **Guest Reservations at 800-634-8001**. Please identify yourself as a participant of **Law Enforcement Coordinating Committee (LECC) Conference**, and/or use **Booking ID #507** to receive the group rate. **The conference hotel reservation rate for all standard rooms is \$99.00 per night plus tax. This rate will remain in effect until Friday, July 27, 2007, after that date the regular room rate will be in effect.**

### **CHECK-IN/CHECK-OUT TIMES**

Check-in time is **4:00 p.m.** and check-out time is **12:00 p.m.** Guest check-in cannot be guaranteed prior to 4:00 p.m. Accommodations for your baggage to be held will be available.

### **CUT-OFF DATE**

**THE PERDIDO BEACH RESORT WILL ACCEPT GROUP RATE RESERVATIONS UNTIL FRIDAY, JULY 27, 2007. THE GROUP RATE WILL NOT BE AVAILABLE AFTER THE CUT-OFF DATE, AND THE PREVAILING RACK RATE WILL APPLY.**

### **INDIVIDUAL CANCELLATIONS/NO SHOWS**

The Perdido Beach Resort will allow guests the right to cancel their individual guest room reservations without a penalty up to 72 hours prior to arrival. Based on contracted billing arrangements, the Perdido Beach Resort will charge the individual's credit card one night's room rate for any reservations cancelled within 72 hours of arrival or the guest's failure to check in. "No-show" rooms will be held up until 9:00 a.m. the day following the arrival date on the reservation. Any remaining nights of a "no-show" reservation will be cancelled.

### **EARLY DEPARTURE FEE**

In the event a guest who has reserved a room within the LECC block departs the Resort prior to the scheduled departure date, the Perdido Beach Resort will add a minimum early departure fee of 50% of one night's room and tax to the guest's individual account. To avoid the early departure fee, the guest should inform the Resort prior to arrival or during check-in of any change in their scheduled length of stay. The Perdido Beach Resort will inform guests of this potential charge upon arrival and request the LECC inform attendees of this obligation. In the event of a personal emergency, the Resort will work with the guest on an individual basis.

**DON'T DELAY!** Please call **Guest Reservations @ 1-800-634-8001** to make your reservations and remember to use the **Booking ID #507** to receive the group rate. Any questions you might have regarding Guest Reservations should be addressed to the Perdido Beach Resort at the above mentioned number.

**As previously mentioned, conference registration packets will be distributed soon. The conference registration fee is \$130.00.**

For additional information pertaining to the conference, please contact **Lyndon J. Laster, Law Enforcement Coordinator, Northern District of Alabama**, at (205) 244-2001 or email **lyndon.laster@usdoj.gov**. **For information regarding hotel reservations please contact the Perdido Beach Resort at (251) 981 9811 or (800) 634-8001.**

# **GROUP RESERVATION REQUEST FORM**

**20<sup>th</sup> Annual Alabama Statewide LECC Conference**

***Wednesday, August 29, 2007 - Friday, August 31, 2007***

**PLEASE SEND THIS FORM DIRECTLY TO THE PERDIDO BEACH RESORT:  
27200 Perdido Beach Boulevard, Orange Beach, AL 36561-3299**

**PHONE: (251) 981-9811   ■   RESERVATIONS: (800) 634-8001   ■   FAX: (251) 981-5670**

*The staff of the Perdido Beach Resort is pleased to welcome your fine organization during the August 29<sup>th</sup> through August 31<sup>st</sup>, 2007. To receive your negotiated special group rate, please complete this reservation request form and **mail or fax to the Resort**. Should you not receive a mailed confirmation within 10 working days, or wish to make changes or cancel your confirmed reservation, please call our Reservations Department. A block of standard (STD) rooms have been set aside for your group at a **special rate of \$99.00 per night, which applies to requests received by July 27<sup>th</sup>**. Requests received after this date will be honored based on availability and will be subject to higher rates.*

**STANDARD (STD) ROOM RATE: \$99.00**

**SPECIAL REQUESTS:**\_\_\_\_\_

Name:\_\_\_\_\_ Phone:(\_\_\_\_)\_\_\_\_\_ Email:\_\_\_\_\_

Address:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Arrival Day:\_\_\_\_\_ Date:\_\_\_\_\_ Departure Day:\_\_\_\_\_ Date:\_\_\_\_\_

No. of Adults:\_\_\_\_\_ No. of Children:\_\_\_\_\_ Adult's Name(s)\_\_\_\_\_

*Children stay free in parents' room (rates are for single or double occupancy. Add \$10.00 for each additional adult in the room)*

In order to confirm this reservation request, a deposit equal to one nights' room rate is required. Please enclose your check, money order or provide credit card information below. Your deposit will be applied to your last confirmed night of the reservation. In the event of an early departure, 50% of your deposit will be non-refundable unless the Resort is notified prior to/or at check in.

**PLEASE CHECK WHICH CARD YOU WILL BE USING:**

☐ Visa   ☐ Mastercard   ☐ American Express   ☐ Diners Club   ☐ Carte Blanche   ☐ Discover

CARD NO. \_\_\_\_\_ (CID# \_\_\_\_\_) EXP DATE: \_\_\_\_\_

## **CANCELLATION POLICY:**

Should cancellation of this reservation be necessary, there will be no penalty provided the reservations office is notified **no later than 4:00 p.m., 72 hours prior to arrival**. Should cancellation occur after this time or if the hotel is not notified of cancellation, the deposit will not be refunded. When canceling, please record your cancellation number to ensure you are not charged. Charge will not be waived without this number. **CHECK-IN TIME** is **4:00 p.m.** **CHECK-OUT TIME** is **12:00 NOON**. As a courtesy to guests arriving on your departure day, please plan to check out at or before noon.

**■   *For additional rooms please copy this form*   ■**